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City of Rockville
Boards and Commissions
Application of Expression of Interest

JUL 16 AM 11:09

Date: 7/14/2008

Routed To: Mayor

Board/Commission Interested In:

Retirement Board

☒ Council

☐ City Attorney

☒ City Clerk

☐ Council Support Specialist

☐ City Manager

☒ Other City Clerk

Name: ALEX ESPINOSA

Address:

Rockville

Apt.#

Zip

20850

Home Phone: ()

Work Phone: ()

E-Mail: alex.espinosa@montgomerycountymd.gov

Fax:

Note: Work phone numbers are for staff use only.

Summary of Work Experience:

see attached resume

Experience:

see attached resume

Education/Training:

see attached resume

Volunteer Activities:

see attached resume

Professional Affiliations/Memberships:

Maryland BFOA

Please describe your interest in serving on this Board/Commission

This is a good opportunity serve on a board for the City dealing with issues I am interested in.

Please indicate here ☐ yes or ☒ no whether or not the City may give elected officials who serve Rockville (other than the Mayor and Council) your name and address. This information would not be used for any fund-raising, "issues" mailings or campaign mailings. No phone numbers will be given.

Please Return Form and Resume, if available, to: Mayor and Council
c/o City Clerk's Office
111 Maryland Avenue
Rockville, MD 20850
240-314-8280

ALEX ESPINOSA

2009-2010
Rockville, MD 20850

alex.espinosa@montgomerycountymd.gov

EXPERIENCE

Office of Management and Budget, Montgomery County, Rockville, MD

Operating Budget Coordinator (October 2006 - Present)

Lead manager responsible for preparation of the County Executive's recommended \$4 billion operating budget.

Primary responsibilities:

- Lead the preparation of all fiscal planning materials for principal decision makers including budget director, chief administrative officer, and County Executive
- Advise principal officials on resource allocation, fiscal policy, and related matters
- Review preparation of fiscal impact statements for Council legislation, Executive regulations, and collective bargaining agreements
- Lead OMB's participation on the County's collective bargaining team and analysis of compensation and employee benefits issues, including implementation of GASB 45
- Supervise a team of four professional budget analysts

Budget Manager (May 2004 - October 2006)

Part of management team developing OMB's overall strategic direction and delivery of core fiscal policy and resource allocation work products. Primary responsibilities:

- Supervised four professional budget analysts and three support staff
- Managed all aspects of office administration including budget, purchasing and procurement, and recruitment
- Oversaw County's program measurement initiatives
- Directed OMB's participation in collective bargaining process and analysis of compensation and employee benefits issues
- Served on Contract Review Committee with Procurement Director and Assistant Chief Administrative Officer and reviewed department requests for non-competitive procurements, contract extensions, and contract modifications
- Managed and continually sought to improve several internal work processes, including the drafting of fiscal impact statements, the review and approval of appropriation adjustments, and the reporting of changes to the approved position complement

Senior Management and Budget Specialist (December 1997 - May 2004)

- Analyzed departmental budget submissions and made recommendations to support County Executive and County Council decision making concerning resource allocation, fiscal policy, and related matters
- Monitored departmental financial performance, reviewed performance measures, prepared fiscal impact statements, prepared multi-year fiscal plans and projections, analyzed actuarial projections of group insurance and retirement costs, advised on program improvements and operational efficiencies, and performed other analytical work as needed
- Served as OMB representative on collective bargaining team, prepared cost estimates of union and management proposals, and testified during arbitration proceedings
- Assignments included collective bargaining, compensation, and employee benefits; economic development; park and planning; public works; facilities maintenance and services; fleet management services; and solid waste management

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- Special assignments included participation in a task force study of variable rate pricing for solid waste services, participation in a work group to develop motor pool chargeback rates, preparation of the County's indirect cost rate for state and federal grants, and calculation and distribution of roadway maintenance reimbursement payments to eligible homeowners associations
- Served as a mentor, coaching a junior level budget analyst during FY00 (July 1999 - June 2000)
- Served as Acting Manager (October 2002 - June 2003) and supervised three professional budget analysts in addition to full load of departmental budget assignments

Office of Management and Budget, Miami-Dade County, Miami, FL

Budget Analyst, Office of Management and Budget (November 1994 - December 1997)

- Analyzed departmental budget submissions and developed recommendations contained in county's operating and capital budgets
- Monitored departmental fiscal performance and evaluated departmental operations and functions for potential efficiencies and savings
- Reviewed local, state, and federal legislative proposals for operational and budgetary impact
- Drafted memoranda, reports, resolutions, and ordinances as necessary for Board of County Commissioners
- Reviewed procurement, personnel, and other administrative documents for conformance with the budget and other county policies and procedures
- Served as operating and capital budget submission systems coordinator, prepared them for use by departments, and provided training and technical assistance
- Other assignments included public works, environmental resources management, and various smaller departments

Management Intern, Office of the County Manager (July 1993 - November 1994)

- Selected from a national candidate pool for employment in a rotational work program through county departments
- Drafted county regulation governing the contracting and evaluation of nonprofit service providers; prepared report to the Board of County Commissioners on safety procedures in park and recreation programs; prepared budgets for the Office of Management and Budget and County Attorney's Office; provided staff support to county's lobbying team during state legislative session; monitored state and federal legislation pertaining to solid waste management

EDUCATION AND TRAINING

Harvard University, John F. Kennedy School of Government
Master of Public Policy, June 1993
Concentration: Social Policy Analysis

Georgetown University, Edmund A. Walsh School of Foreign Service
Bachelor of Science in Foreign Service, May 1991
Major: International Politics, Cum Laude
Honors: Phi Beta Kappa

Montgomery County Government
Leadership Institute, December 2005